



## Attention Civic Event Promoter:

Planning a civic event is an involved process that may require resources from many departments within the City of Tucson. Planning early will help your event run smoothly and minimize any delays. **Please fax your Civic Event request to Officer James Johnston at 791-4385 and Billie Lee at 791-5526 a minimum of thirty (30) days in advance of event date.**

**Officer James Johnston, 837-7238**, will be your contact for finalizing the Civic Event Permit. Be advised that you will be held responsible for making the needed arrangements for Traffic Control Permitting, Off-Duty Officers, Inspections and other services required on this event.

**Activities that generate large crowds, including a rally gathering or parade-like formation, may require street closures, necessitating off-duty officers, overnight security, etc., which must be coordinated with the following City departments:**

**Tucson Police Department/Operations Division:** Please contact Ann Beecroft at 791-4855 to schedule off-duty officers. A signed contract will be required before officers are even scheduled to work an event. TPD requires a minimum of three (3) business days notice or additional fees may apply for services. Fees for off-duty officers are assessed separately from other departments and will need to be processed with the Tucson Police Department /Special Duty office.

**Traffic Engineering:** Approval for restrictions or complete closures of City right of way, which include streets, alleys and sidewalks. **All Civic Events that restrict City right of way require a traffic plan from a certified barricade company submitted along with event application.**

Fees are assessed for a Traffic Control Permit and must be paid prior to event date. Most events occur between one (1) day to thirty (30) days with a total fee of \$125 for the Traffic Control Permit (*\$75 permit fee & \$50 plan review fee*). Events that are scheduled for a longer time frame will incur \$75 per each consecutive additional 30 days. Please see application for fee guideline. Fees for the Traffic Control Permit are assessed separately from other departments and will need to be processed with the Transportation Department/Traffic Engineering office. For any questions regarding fees or other information on a Traffic Control Permit, please contact Traffic Engineering at 791-4259.

All checks should be addressed to the: **City of Tucson**

Checks should be mailed to: **City of Tucson/Transportation Dept.  
P.O. Box 27210 / 201 N. Stone 5<sup>th</sup> Floor  
Tucson, AZ 85726-7210  
Attention: Billie Lee**

**\*\*Please Note:** It is important to place entire address on the envelope in order to prevent delays in processing event permit.

**Certificate of Liability Insurance:** Please provide a copy of the event's Certificate of Liability Insurance in the amount of \$1,000,000 naming the **City of Tucson** as additionally insured. Please fax a copy to Officer James Johnston at 791-4385 a minimum of thirty (30) days in advance of event date, as the City may increase the required insured amount on special event coverage based from specifics of event. Please contact Risk Management at 791-4728 for more information.

**Tucson Fire Department/Fire Prevention Division:** Adherence to the current Tucson Fire Code for setting up booths, tents and canopies, as well as associated activities used with these temporary structures including cooking, flame performances, etc. Event may require an inspection based on past experiences or recommendations from the Tucson Fire Department. Fees for inspections may apply. Fees are assessed separately from other departments and will need to be processed with the Tucson Fire Department. Inspections will be discussed at the monthly Civic Event meetings. Otherwise, for more information contact please contact Fire Prevention at 791-4502.

Information is available online at:

**[http://www.ci.tucson.az.us/fire\\_prevention/Resources/resources.html](http://www.ci.tucson.az.us/fire_prevention/Resources/resources.html)**

**Parks and Recreation:** If utilization of any park facility, portable booths and bleachers are needed please contact the Parks & Recreations Office at 791-5909. Fees for equipment or facility rentals are assessed separately from other departments and will need to be processed with the Parks and Recreation Office. **Please Note:** A Traffic Control Permit will not be required for events that are contained only in the park and do not utilize any other City right of way.

**Please Note:** It is not the responsibility of the Tucson Civic Event Committee to provide or make arrangements for barricades, traffic cones, signs, off-duty officers, security, ADA portable toilets, fencing, dumpsters and/or generators. \*\* It is also recommended that the Event Promoter verify scheduling for services one week prior to event date.

Thank you for your sincerest cooperation. The Civic Event Committee wishes you a safe and successful event.

Sincerely,

**Officer James Johnston**

Tucson Police Department  
Special Duty Office  
1310 W. Miracle Mile  
Tucson, AZ 85705

O: 520-837-7238 / 520-791-4855

Fax: 520-791-4385

Email: [james.johnston@tucsonaz.gov](mailto:james.johnston@tucsonaz.gov)

**Billie Lee**

Transportation Department  
Barricade Program Supervisor  
P.O. Box 27210 / 201 N. Stone 5<sup>th</sup> Fl  
Tucson, AZ 85726-7210

O: 520-791-4259 / C: 520-400-1696

Fax: 520-791-5526

Email: [barricade1@tucsonaz.gov](mailto:barricade1@tucsonaz.gov)

Information is available online at:

**<http://dot.tucsonaz.gov/traffic3/barricading.php>**



**Tucson Police Department**  
**Traffic / Special Events**  
**1310 W. Miracle Mile Tucson, AZ 85705**  
**ATTN: James Johnston**  
**(520) 837-7238 / (520) 791-4855 Phone**  
**(520) 791-4385 Fax**

**Office Use Only**

Permit # **T \_ \_ T C \_ \_ \_ \_**

Staff Initials:  Ward:

Expiration: **/ / 2 0**

## CIVIC EVENT APPLICATION

**INSTRUCTIONS:** Please complete entire application with accurate information. If you have any questions regarding the Event, please contact Special Events at 837-7238. **Fax application to both Special Events 520-791-4385 and Traffic Engineering 520-791-5526 a minimum of (30) thirty days prior to event date.** Or email application to [barricade1@tucsonaz.gov](mailto:barricade1@tucsonaz.gov) and to [James.Johnston@tucsonaz.gov](mailto:James.Johnston@tucsonaz.gov) (Please note: \*\* application will need to be printed and scanned into computer prior to sending email, as PDF won't allow text to be saved in document.\*\*\*) Event liaison may be required to attend coordination meeting prior to event date, which will be scheduled through the Special Events office 837-7238 or Parks and Recreation 791-5909.

**Event Information:**

Event Name:

Location:

*Please use a physical address or two intersecting streets*

Comments:

Type of Event:

☐

Parade

☐

Bike/Run

☐

Block Party

Other

Number of participants

*Required*

Is Alcohol Served during Event:

☐

NO

☐

YES (Copy of Liquor License Required / Off-Duty Officers will be required)

Event Date (s):

/ / 2 0

To

/ / 2 0

Event Time:

To

Are you blocking a Meter Space or Loading Zone:

☐

YES, then contact ParkWise #791-5071 (fees applicable)

☐

NO

**\*\*Please Provide Special Events a copy of the Insurance Certificate listing the "City of Tucson" as Additional Insured\*\***

**Event Contact Information:**

Contact Name:

Mobile Number:

Business Address:

City:

State:

Zip Code:

Email:

Phone #:

Fax #:

Transportation Department  
Traffic Engineering Division  
P.O. Box 27210 / 201 N. Stone, 5<sup>th</sup> Floor Tucson, AZ 85726-7210  
ATTN: Billie Lee  
(520) 791-4259 Phone / (520) 791-5526 Fax  
Email: barricade1@tucsonaz.gov

**Traffic Control Permit:**

*\*\*For events that are longer than 30 consecutive days additional fees will incur. \*\**

**Permit Fee (\$75 per 30 consecutive days) and Plan Review Fee (\$50)**

☐ Total Fees: \$125.00 (within 30 consecutive days) ☐ Total Fees: \$275.00 (within 90 consecutive days)  
☐ Total Fees: \$200.00 (within 60 consecutive days) \$  Total Fees: greater than 90 consecutive days

**Payment Options:** *Forms of payment accepted are cash, check and most major credit cards.*

Please charge to the following Advanced Payment Account Number:

**B**

Check - Check made out to: City of Tucson

Check mailed to: Traffic Engineering /Transportation Dept.

P.O. Box 27210 / 201 N. Stone, 5<sup>th</sup> Floor

Tucson, AZ 85726-7210

ATTN: Billie Lee

Check #

Date Check Mailed

**Provide a Traffic Control Plan with your Civic Event application for Processions/Parades, Street Fair, Block parties or any other restrictions on City Streets or right-of-way.**

***\*\*Note: Application will not be processed without Traffic Control Plan from a Certified Barricade Company.***

Barricade Co:

Phone Number:

**\*Please Note: If is recommended that the event applicant contact the Barricade Company one week prior to event to verify scheduling.**

**Approval required from Traffic Engineering (791-4259)**

**Street Restriction/Closure Information:**

**Please indicate the setup and removal times when traffic control will be erected on the City right of way as restrictions are typically implemented prior to the start of event:**

Set-up Time:

Removal Time:

Complete Closure:

Partial Closure:

Event Details:

**ADOT Permit may be required on certain streets. (For example: Aviation Highway and I10 Frontage Rd)**

**Please call #388-4237 for more information. ADOT requirement: permit needs to be processed 60 days before the Event date.**

**Notifications:**

☐ Residents/Businesses Notified

☐ Media Release Completed for Major Impacts

☐ School Notified – School Name:

**Please refer to Event Brochure for additional information and requirements**



**City of Tucson**  
**Department of Transportation**  
**Traffic Engineering**

Office Use Only	
Permit #	T _ _ T C _ _ _ _
Staff Initials:	<input type="text"/>
Expiration:	/ / 2 0

## Credit Card Charge Form

**INSTRUCTIONS:** Fax completed and signed form to Traffic Engineering at 520-791-5526.

Current Date:

Amount:

Please charge purchase to my Charge Card: (Check One)

MasterCard: ☐

Visa/Debit: ☐

Discover: ☐

Expiration Date:   
Month / Year

Credit Card Number:

Name of Cardholder:

Name of Business (For business cards):

Credit Card - Address:

Credit Card - Zip Code:

Business Phone Number:

Cardholder Signature (*Required*):

**\*All information will need to be completed for Credit Card Purchase to be processed.**